

City of Leon Valley
Request for Qualifications (RFQ)
Consulting Professional Engineering Services

I. Overview

The City of Leon Valley, Texas is soliciting request for qualifications for consulting engineering firms to provide professional engineering services on an as-needed basis. The selected firm will provide professional engineering services in the following areas:

- A. Street & Drainage Capital Improvements
- B. Leon Valley Water System-Operations, Maintenance and Capital Improvements Plat Review
- C. Construction Plan Review

No minimum amount of work is guaranteed, and the relationship with the selected firm shall be non-exclusive to allow the City to use other firms as deemed necessary or appropriate. The City of Leon Valley reserves the right to select more than one firm for specific work areas as described above.

II. Scope of Services

- A. General Services: The selected firm shall be capable of performing numerous other disciplines such as planning, surveying, architectural design, geotechnical analysis, construction management, environmental reviews, or at a minimum have the ability to coordinate with firms that provide such services.
- B. Environmental Services and Regulatory Agency Interactions: Provide technical review of an answer inquiries relating to site, building, subdivision, improvement, land disturbance, floodplain development, and construction plans, and escrows relating to various projects proposed by applicants to be developed in the City, to ensure that such conform to City Codes and all State and Federal regulations.
- C. CAD and GIS Capabilities: Must have computer aided drafting and geographical information system experience and capabilities and will, upon request, provide electronic files to the City.
- D. Meeting Attendance and Participation: Will be expected to attend periodic meetings of the City Council in addition to meeting with City Staff and developers.
- E. Work Product: The selected consultant will be expected to provide the City with copies of all work products without limitation, to include reports, analyses, correspondence, plans, drawings, and any other document produced in connection with the consulting relationship with the City in printed and electronic form as requested. The City shall own all rights, title and interest, including all copyrights

and intellectual property rights to all documents that are created in connection with the consulting relationship with the City.

- F. Professional Engineer Requirement: The consultant must assign to the City a minimum of one (1) staff person who is a Professional Engineer licensed to practice in the State of Texas.
- G. Public Sector Experience: The City of Leon Valley prefers firms that specialize in representing municipal entities.
- H. Responsiveness: Must commit to provide services to the City in a timely manner.

III. RFQ Submission Requirements

- A. Overview of the firm summarizing the scope of services to be rendered, firm history, experience of the firm and key personnel, equipment and facilities;
- B. Identification of the staff person assigned to work with the City of Leon Valley;
- C. Special expertise regarding development codes, regulatory agency regulations,
- D. Active client list; and
- E. Summary of insurance coverage for the firm.

IV. Deliverables

Five (5) copies of the response to this request shall be provided for review and must be valid for a minimum of sixty (60) days following submission. RFQ's must be provided in a sealed envelope and clearly marked **Consulting Professional Engineering Services**. Packets will be accepted by Rhonda Hewitt, Purchasing Agent, 6400 El Verde Road, Leon Valley, TX 78238, until 2:00 p.m., Thursday, November 6, 2012. Packets received after this time will be returned unopened.

Any questions may be directed to Rhonda Hewitt at r.hewitt@leonvalleytexas.gov or at (210) 684-1391, ext. 222.

The City of Leon Valley reserves the right to reject any or all responses.